



## AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

August 2008

#21

### FALL 2008 AIMS HS TESTING CALENDAR

<b>August 11-13, 2008</b>	Receive online ordering letter from CTB (via UPS)
<b>August 15, 2008</b>	Test Coordinator Info. Sheet Due
<b>August 18-27, 2008</b>	Online ordering for Fall 2008 AIMS HS test materials
<b>August 18-29, 2008</b>	Register for Fall 2008 AIMS HS Pre-Test Workshop
<b>Aug. 18 – Sep. 9, 2008</b>	Common Logon Application: <i>Student Selection for Fall 2008 Test Labels</i> open
<b>August 19 &amp; 25, 2008</b>	Online Ordering Training Demos
<b>August 20, 2008</b>	New Test Coordinator Training Part 1 – Fall testing only (optional)
<b>September 9, 2008</b>	Label data extracted from SAIS
<b>September 23, 2008</b>	Fall 2008 AIMS HS Pre-Test Workshop – Tucson (AM, PM)
<b>September 24, 2008</b>	Fall 2008 AIMS HS Pre-Test Workshop – Phoenix (AM, PM)
<b>September 25, 2008</b>	Fall 2008 AIMS HS Pre-Test Workshop – Flagstaff (AM, PM)
<b>October 1, 2008</b>	New Test Coordinator Training Part 2 – Fall testing only (optional)
<b>October 3, 2008</b>	Superintendent's Test Security Agreement for Fall 2008 due
<b>October 6-9, 2008</b>	1 <sup>st</sup> delivery window for AIMS HS test materials
<b>October 14-16, 2008</b>	2 <sup>nd</sup> delivery window for AIMS HS test materials
<b>October 16-20, 2008</b>	AIMS HS - Short-Add Window
<b>October 28, 2008</b>	AIMS HS - WRITING
<b>October 29, 2008</b>	AIMS HS - READING
<b>October 30, 2008</b>	AIMS HS - MATHEMATICS
<b>November 3-6, 2008</b>	Test Material Return Window
<b>December 12, 2008</b>	Fall 2008 AIMS HS test reports due in districts
<b>January 30, 2009</b>	Closing date for corrections to reports

### TEST COORDINATOR CHECKLIST FOR AUGUST

#### **All District Test Coordinators**

- ✓ Update Test Coordinator Information Sheet  
**Due August 15**

#### **District Test Coordinators participating in Fall HS Testing**

- ✓ Participate in online enrollment training (optional)  
**August 19 or 25**
- ✓ Order testing materials online  
**August 18–27**
- ✓ Register for Fall 2008 AIMS HS Pre-Test Workshop  
**August 18–29**
- ✓ Submit student selections for Fall 2008 test labels using Common Logon application  
**August 18–September 9**

### FAQs FROM THIS SUMMER

#### **Is AIMS going away?**

No. A new state statute requires the State Board of Education (SBE) to appoint a task force to review the AIMS HS graduation requirement. There has been a great deal of media coverage regarding this task force and what its recommendations will be. However, the SBE has not appointed this task force yet.

Regardless of the findings of this task force AIMS is expected to remain in place. The administration of AIMS in Grades 3-8 and 10 meets both state and federal requirements that are independent of the AIMS HS graduation requirement.

If the task force recommends changes to the AIMS HS graduation requirement, it is not expected to change the graduation requirements for current Seniors or Juniors.

#### **When does AIMS Augmentation go into effect?**

The state statute authorizing AIMS Augmentation goes into effect on September 26, 2008. Diplomas awarded based on AIMS Augmentation may be dated on or after September 26, 2008.

#### **Where are the AIMS Science reports?**

AIMS Science reports are due to districts by August 15, 2008. Beginning Spring 2009, AIMS Science reports will arrive at the end of the school year with other AIMS reports.

#### **Why were AIMS results embargoed for so long?**

Originally, the results for reading, writing, and mathematics were to be released along with the results of the science test. However, the release date for reading/writing/math results has been moved forward, and the embargo lifted upon statewide public release. Science results will still be released on the date announced previously: September 17, 2008; and the results are embargoed until then.

## **GENERAL 2008-09 INFORMATION**

### **New District Test Coordinator Training**

The Assessment Section is offering a series of optional training sessions for new district test coordinators. The training will provide detailed guidance for all aspects of preparing for AIMS and TerraNova testing. This training is supplemental to the mandatory Pre-Test Workshops.

#### **Training Sessions for Fall 2008 testing:**

Wed., August 20, 9AM – 11 AM, at ADE in Phoenix

Wed., October 1, 9AM – 11 AM, at ADE in Phoenix

#### **Training Sessions for Spring 2009 testing:**

Wed., November 5, 9AM – 11 AM, at ADE in Phoenix

Wed., December 3, 9AM – 11 AM, at ADE in Phoenix

New district test coordinators with schools participating in Fall 2008 AIMS HS testing are encouraged to attend both the August and October training sessions. All new district test coordinators are encouraged to attend both the November and December training sessions.

Registration for the training sessions is available online at [www.ade.az.gov](http://www.ade.az.gov). Questions regarding this training should be directed to Mary Pat Wood at [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov) or at 602.542.5345.

### **Spring 2009 AIMS Mathematics Field Test**

The State Board of Education adopted the new Mathematics Standard on June 24, 2008. School year 2008-09 is a transition year for using the new standard. The new Mathematics Standard must be fully implemented beginning with school year 2009-10. This means that the Spring 2010 AIMS Mathematics tests must be fully aligned to the new standard.

Many new mathematics items must be developed and field tested prior to the Spring 2010 AIMS tests. Our current test design includes some embedded field testing every year. However, more new test items must be field tested than can be handled with our current test design.

ADE has planned a stand-alone Spring 2009 AIMS Mathematics Field Test in order to field test the number of items needed for use in 2010. This field test will be administered during a special field test window in late April, after the AIMS test window, to all district and charter school students in Grades 3 – 8 and high school students in Cohort 2011 (regardless of enrolled mathematics class).

The field tests will be short enough to be administered during a regular class period of approximately 45 minutes. The field test does not require a special testing schedule since the field tests may be administered during any class period within the field test window. There will be no requirement that schools establish a special testing calendar for the field test.

ADE will be awarding a contract for a Spring 2009 AIMS Mathematics Field Test to a test vendor soon. Once the contract is awarded, logistics for the test will be established. More details about the Spring 2009 AIMS Mathematics Field Test will be included in the November AIMS Update.

## **GENERAL 2008-09 INFORMATION (cont.)**

### **Common Logon – Assessment Area**

Again this year, district test coordinators will need access to the Assessment area of the ADE Common Logon. Materials for only district test coordinators will be posted there rather than on the public test coordinator web page. New student precoded label selection applications will be available there as well.

All district test coordinators should logon to the ADE Common Logon and confirm now that they have access to the Assessment area. Questions regarding this access should be directed to Mary Pat Wood at [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov) or at 602.542.5345.

### **Testing Accommodations**

The document, *Testing Accommodations: Guidelines for 2008-2009*, has been posted on the test coordinator web page. The changes to this year's guidance are primarily clarifications based on common questions received last year.

### **Test Security Agreements**

Test Security Agreements for 2008-09 have been revised. Now there is a version of the agreement for the superintendent or charter holder to sign and fax back to ADE. There is another version of the agreement for everyone else to sign and is kept at the site. The Fall 2008 Test Security Agreements are posted on the test coordinator web page.

### **Revised AIMS HS Reciprocity Guidelines**

At long last, revised AIMS Reciprocity Guidelines have been posted on the test coordinator web page. The revised guidelines include greater detail regarding acceptable tests and scores.

### **High School Students Retesting to "Exceed"**

Some high school seniors have been told that they may not retest on AIMS HS in an effort to "Exceed." This is not true. All high school students are permitted to retest on AIMS Writing, Reading, and Mathematics in an effort to "Exceed" until they either achieve an "Exceeds" score or until they graduate from high school.

Seniors who wish to continue retesting in an effort to "Exceed" should be told that any "Exceed" scores earned during their senior year will not be considered when determining eligibility for the High Honors Tuition Waiver. Since AIMS HS scores from a student's senior year are not considered for this tuition waiver, few seniors will want to retest. However, those seniors who want to retest, and have yet to earn an "Exceed" on the tested content area, must be permitted to retest.

As always, ADE expects high schools to establish a sign-up procedure for students who are retaking any AIMS HS test in an effort to earn an "Exceeds." The sign-up procedure for Fall 2008 AIMS HS test must be early enough that the tests needed for students retesting to "Exceed" can be ordered during on-line ordering in August. Please communicate this sign-up procedure to parents. This notification may be included in a regular newsletter or mailing to parents.

### **2009 AYP for High Schools**

Starting in 2009, AYP evaluations of high schools, both for percent tested and AMOs, will be based on student cohort rather than enrolled 10<sup>th</sup> graders.

## FALL 2008 AIMS HS TESTING

### Students Testing on Fall 2008 AIMS HS

The fall administration of AIMS HS is only for students in the cohorts normally associated with Grades 11 and 12. For this year, the tested cohorts are Cohort 2010, 2009, 2008 and below. Students in Cohort 2011 or 2012 are **not** permitted to participate in the Fall 2008 administration of AIMS HS.

Students in the tested cohorts who have yet to pass one or more of the required content areas of AIMS HS (writing, reading, mathematics) **must** test on the content area(s) they have not yet passed. Students in the tested cohorts who have passed one or more content areas of AIMS HS (writing, reading, mathematics) **may** retest on the content area(s) they have not yet “Exceeded.”

### Online Ordering Letter from CTB/McGraw-Hill

CTB/ McGraw-Hill will send a letter via both UPS and email to all district test coordinators with high schools. The letter will include instructions and logon information for online ordering of Fall 2008 AIMS HS test materials.

If you have not received your online ordering letter by August 14, please contact the CTB Arizona Help Desk at 888.630.9145 or [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com).

### Online Ordering of Test Materials

District test coordinators, for districts serving students in cohorts 2010, 2009, or 2008 and below (generally, students in grades 11 or 12), must order Fall 2008 AIMS HS test materials during the online ordering window of August 18–27, 2008. District test coordinators must also confirm or correct shipping/contact information and select a delivery window during online ordering. Training sessions on how to use the CTB/McGraw-Hill online ordering system are available. Please see your online ordering letter for details.

Like last fall, district test coordinators will be placing orders for three separate test books (writing, reading, and mathematics) and will be placing orders for a single combined answer document. Both test book orders and answer document orders will be placed by cohort.

For each **test book** (writing, reading, and mathematics), place an order, by cohort, for the **total number of students testing in that content area**. For the single combined **answer document**, place an order, by cohort, for the **total number of students participating in the Fall 2008 AIMS HS test**. The number of answer documents ordered is generally smaller than the total number of test books ordered. See the online ordering letter for more detailed guidance on ordering Fall 2008 test materials.

Even if the total number of students who will be participating in the Fall 2008 AIMS HS test administration is not finalized by August 27, place an online order with your best estimate for the number of test books and answer documents needed. Additional materials may be ordered during the short-add window. **Do not wait until the short-add window to place an initial order for Fall 2008 AIMS HS**. Schools that intend to participate in the Fall 2008 AIMS HS test administration, but do not place an order during the online ordering window, will not receive precoded student barcode labels.

## FALL 2008 AIMS HS TESTING (cont.)

### Ordering Large Print and Braille Materials

Orders for large print or Braille should be placed for only those students whose IEP or 504 plan calls for that format. While Large Print and Braille are available during short-add, it is much preferred that these formats are ordered during online ordering. Prior to placing their online order for Fall 2008, all district test coordinators should ask their teacher(s) for the visually impaired about AIMS testing needs for visually impaired students.

### Fall 2008 AIMS HS Pre-Test Workshops

Since 2001, the State Board of Education has made attendance at pre-test workshops mandatory. Every district, charter operator, BIA line office, and private school participating the Fall 2008 administration of AIMS HS must send the designated district test coordinator to one of the Fall 2008 AIMS HS Pre-Test Workshops. Participation in the pre-test workshops is limited to the designated district test coordinator and one guest.

Six Fall 2008 AIMS HS Pre-Test Workshops are available:

9/23 (Tucson)	9:00 AM– 12:00 NOON and 1:00 PM– 4:00 PM
9/24 (Phoenix)	9:00 AM– 12:00 NOON and 1:00 PM– 4:00 PM
9/25 (Flagstaff)	9:00 AM– 12:00 NOON and 1:00 PM– 4:00 PM

Refreshments will be served 30 minutes prior to the start of each session.

Registration for these workshops is available online at [www.ade.az.gov](http://www.ade.az.gov) from August 18-29, 2008. **Registration must be completed by August 29, 2008.**

### New Precoded Label Process for Fall 2008

The process for producing precoded labels is new for Fall 2008. As before, students who **must** test on one or more content areas will automatically be included in the label file sent to CTB. Unlike before, students who **may** retest, those who have “Met” on all three content areas but not yet “Exceeded,” will **not** automatically be included in the label file sent to CTB.

To receive a precoded label for students who are testing to “Exceed,” District Test Coordinators must select these students using the *Student Selection for AIMS HS Fall* application in the Assessment Section of the Common Logon. Directions for using the selection application are posted with the application.

District test coordinators will have access the selection application August 18 through September 9. Only students with enrollments in SAIS appear in the application. As student enrollments are uploaded to SAIS and clear integrity, the list of students in the selection application will increase. District test coordinators will be able to see a list of those students who must test, and automatically included in the label file, and will be able to see a list of students who may test. District test coordinators will identify which of the students who may test to include in the label file. The label file will be generated based on SAIS enrollments and label selections as of September 9.

### Completer Students

Completer students, those students who have completed all course work for graduation but have not graduated due to the AIMS graduation requirement, may take AIMS HS at the school that will award their diploma. High schools are expected to accommodate the requests of their own completer students to participate in AIMS HS testing.

## PREVIEW OF SPRING 2008 TESTING

- Early December, 2008** Register for Spring 2009 Pre-Test Workshops
- Early December, 2008** Online Ordering for Spring 2009 AIMS and *TerraNova* testing
- Mid to Late Jan., 2009** Spring 2009 Pre-Test Workshops

### AIMS DPA Scheduling

For 2009, the DPA test window is three weeks long due to Easter.

**Specific AIMS DPA test dates that comply with the following guidelines must be included on the Test Coordinator Information Sheet for each charter or district with any students Grades 3 through 8.**

- All schools within the same district or charter must schedule testing for the exact same dates.
- For districts/charters in session the week of March 30, Day 1 of testing (Writing) must be scheduled no later than Wednesday April 1.
- For districts/charters **not** in session the week of March 30, Day 1 of testing (Writing) must be scheduled no later than Wednesday April 8.
- Days 2, 3, and 4 of testing (Reading and Mathematics) must follow in order but not necessarily on consecutive days.
- Day 4 of testing must be scheduled no later than Wednesday, April 15.
- Day 5 of testing (G4 and G8 Science) must be scheduled no later than Thursday, April 16.
- Make-up testing is to be scheduled as needed, but all make-up testing must be completed by Friday, April 17.

### AIMS Science – High School

High school students will take the AIMS Science test no more than once, either during their first year of high school or during their second year of high school.

In Spring 2009 and beyond, the population of high school students testing on AIMS Science will be as follows.

- **All** students in the cohort that would normally be considered tenth grade **will** test on AIMS Science if they do not have an AIMS Science score from the previous year regardless of their being enrolled in a life science course or not.
- Students in the cohort that would normally be considered ninth graders **may** test on AIMS Science if enrolled in a life science course.

So, specifically for Spring 2009, all cohort 2011 students (generally tenth graders) who did not test on AIMS Science during Spring 2008, will participate in the AIMS Science test. Cohort 2012 students (generally ninth graders) who are enrolled in a life science course may test on AIMS Science in Spring 2009.

AIMS Science test results for high school must be posted on high school transcripts per A.R. S. § 15-743 (F) and State Board of Education guidance.

## TEST COORDINATOR INFORMATION SHEET

State Board of Education rule R7-2-310 identifies the superintendent or head of district as the person in charge of testing within the district. Per this rule, the superintendent may designate a testing coordinator to act on his/her behalf.

A Test Coordinator Information Sheet for 2008-2009 is attached. Every district and charter is expected to submit a new test coordinator information sheet every year even if the superintendent is assuming the role of test coordinator and even if the test coordinator information remains the same from year to year.

One of the keys to a successful test administration is a well-informed, well-trained, involved district test coordinator. Included on the Test Coordinator Information Sheet is a partial list of district test coordinator responsibilities. Only those individuals who are willing and able to complete all of these listed responsibilities for the entire school year should be assigned to serve as district test coordinator.

**The due date for the Test Coordinator Information Sheet for 2008-2009 is August 15, 2008.** For districts/charters with any students in Grades 3 – 8, the specific AIMS DPA testing dates must be included on the Test Coordinator Information Sheet.

*AIMS Update is published every August, November, February, and May for distribution to test coordinators in Arizona schools.*

### CONTACT INFORMATION

#### ADE Assessment Section

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Phoenix, AZ 85007

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Fax: (602) 542-5467

Roberta Alley, Deputy Associate Superintendent  
Telephone: (602) 364-1164  
Email: [Roberta.Alley@azed.gov](mailto:Roberta.Alley@azed.gov)

Irene Hunting, Director of State Test Administration  
Telephone: (602) 542-5450  
Email: [Irene.Hunting@azed.gov](mailto:Irene.Hunting@azed.gov)

Mary Pat Wood, State Test Coordinator  
Telephone: (602) 542-5345  
Email: [MaryPat.Wood@azed.gov](mailto:MaryPat.Wood@azed.gov)

To add your name to the Test Coordinator's email list or for questions regarding testing, contact Mary Pat Wood.

#### **Test Coordinator Web Page:**

[www.azed.gov/standards/AIMS/Administering](http://www.azed.gov/standards/AIMS/Administering)

#### CTB/McGraw-Hill

Arizona Help Desk

Telephone: (888) 630-9145  
FAX: (888) 282-0266  
Email: [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com)

Regarding the purchase of CTB products, contact:  
Kelly Powell, Evaluation Consultant  
Telephone: (602) 885-1907  
Email: [Kelly.Powell@ctb.com](mailto:Kelly.Powell@ctb.com)

**Test Coordinator Information Sheet**  
**School Year 2008 – 2009**

State Board of Education Rule R7-2-310 allows the superintendent or head of district to designate a test coordinator to act on his/her behalf. If no test coordinator is designated, the superintendent or head of district will serve as the test coordinator. This person will be referred to as the “district test coordinator.”

The person named on this information sheet will serve as the test coordinator for all schools within the district or for all schools operated under the same charter and is expected to serve in this role for the entire school year.

District test coordinators are responsible for the timely completion of all AIMS & *TerraNova* testing activities within their district/charter. These activities include but are not limited to:

- Attending a HS Fall Pre-Test Workshop in September (if district/charter has high schools)
- Attending a Spring Pre-Test Workshop in January
- Serving as liaison between Department of Education, CTB/McGraw-Hill, and district/charter personnel
- Ordering all AIMS HS (both Fall and Spring), AIMS DPA, and *TerraNova* materials for all schools within district/charter.
- Coordinating, distributing, and collecting all test materials for all schools for the district/charter holder
- Training/assisting faculty at all testing sites
- Checking ADE website regularly for AIMS Updates and AIMS Alerts

Name of District or Charter: \_\_\_\_\_ Entity Number \_\_\_\_\_

Name of Superintendent or Charter Representative: \_\_\_\_\_

Name of District Test Coordinator\*: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Shipping address: (no P.O. Boxes): \_\_\_\_\_

\_\_\_\_\_

Phone number(s) of Test Coordinator: (work) \_\_\_\_\_ (cell) \_\_\_\_\_

E-Mail address for Test Coordinator: \_\_\_\_\_

This district/charter will be administering (check all that apply):

- ☐ AIMS HS – Dates predetermined by state
- ☐ AIMS DPA – Identify the five administration dates for Spring 2009 AIMS DPA for Grades 3 – 8 only

Date 1: \_\_\_\_\_ Day 2: \_\_\_\_\_ Day 3: \_\_\_\_\_ Day 4: \_\_\_\_\_ Day 5: \_\_\_\_\_

I certify that the person\* named above is authorized to act on my behalf as district test coordinator. I understand, and the person designated above understands, that one of the responsibilities of the district test coordinator is attendance at the Pre-Test Workshop(s).

**If the person designated above is unable to attend a Pre-Test Workshop, I will attend in his/her place.**

Superintendent/Charter Representative's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Submit or Fax form no later than  
**August 15, 2008**  
Fax 602.542.5467

Arizona Department of Education  
Assessment Department  
1535 W. Jefferson St., Bin 6  
Phoenix, Arizona 85007